



A PROCUREMENT PROSPECTIVE  
(January – March 2005)  
Bulletin No 05-01  
FORT BRAGG DIRECTORATE OF CONTRACTING

ACA –  
Supporting Soldiers  
Through  
Contracting

DOLLAR\$ & \$ENSEN\$E

### GPC Trade Fair

On Wednesday, February 23, 2005, the Government Purchase Card Team partnered with the Fayetteville Area Chamber of Commerce to sponsor the GPC Trade Fair. Kudos to the GPC Team!

### From ACA to AMC...

What does this mean?

You may remember a few years ago when the Directorate of Contracting (DOC) became an Installation Business Office. Then in 2002, with the activation of Army Contracting Agency (ACA) and the Installation Management Agency (IMA), we became the DOC again.

It's been said "the one thing that remains constant is change." So, what new changes can you expect? The Army Contracting Agency will soon transition again to become part of the Army Materiel Command (AMC). How will this affect our customers? With the exception of a few minor adjustments (such as changes in letterhead), we expect the transition to have a small to nonexistent impact on our customers. Our mission is to provide the best possible contract support for military missions and training and to enhance the quality of life for soldiers, families and civilians. We will continue to do what we are here for... "supporting soldiers through contracting."

### Furniture Purchases

All purchase requests submitted to the DOC for purchase of furniture should include the following:

1) UNICOR quote PLUS two (2) additional quotes from vendors offering the items on GSA CONTRACT

**OR**

2) UNICOR waiver PLUS three (3) quotes from vendors offering the items on GSA CONTRACT.

Additionally:

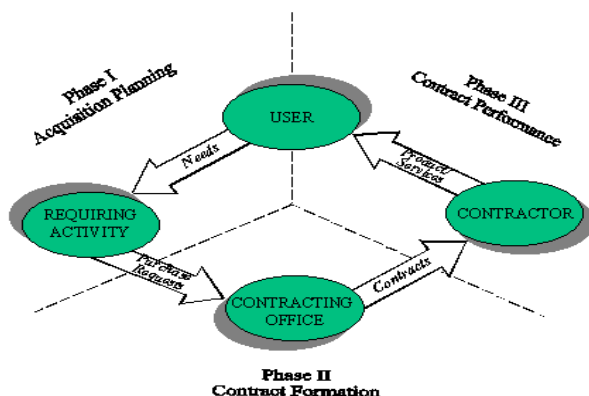
1) The quotes attached to each purchase request should be **FOR THAT PURCHASE REQUEST ONLY!!!** If you're sending in more than one purchase request, vendors **MUST** provide separate quote for each.

2) If buying **workstations**, **ALL** vendors quoting should be given an opportunity to visit the site where the furniture is to be installed to take measurements.

3) The **GSA Contract Number** applicable to the quote **MUST** be on each quote from GSA vendors.

4) **All quotes MUST be in writing.** No pulling down price lists from the web.

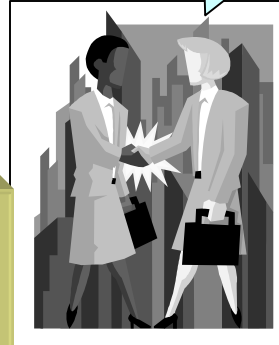
### The Acquisition Process (the major elements)



### *The Acquisition Process (cont.)*

Phase I – Acquisition Planning	Phase II – Contract Formation	Phase III – Contract Performance
Determination of need	Solicitation of Offers	Initiation of Work and Modification
Extent of Competition	Source Selection	Contract Performance and Assurance
Source Selection Planning	Reviews & Approvals	Payment & Accounting
Planning for Solicitation Terms and Conditions	Contract Award	Contract Closeout and Termination

"During acquisition planning, primary responsibility rests with the requiring activity. During contract formation and performance, the focus shifts to the contracting office. However, both the requiring activity and the contracting office have important duties throughout the process."



### Customer Reminders

- ✍️ Only a contracting officer has the authority to:
  - Enter into and administer a contract on behalf of the Government.
  - Change or terminate an existing contract; and
  - Make determinations and findings relating to the contract.
- ✍️ The contracting officer is responsible for the contract, including terms and conditions.
- ✍️ The contracting officer has ultimate responsibility for ensuring that the contractor satisfies the requirements that are stated in the contract.
- ✍️ The customer may serve as a contracting officer's representative (COR). This appointment must be made in writing by the contracting officer and must provide a specific description of the COR's authority.
- ✍️ The customer and contracting officer, together, must ensure that the contract calls for delivery of products and services that satisfy the government's bona fide need.
- ✍️ The customer has the responsibility to:
  - Understand and read the contract;
  - Fulfill the government's commitments to the contractor; and
  - Verify that the contractor delivers what is called for in the contract.

### Customer Organizations:

- ✍️ Manage their resources to the best of their abilities.
- ✍️ Innovate, strive for optimal solutions, and provide lessons learned to those who follow:
- ✍️ Prepare thorough estimates of financial and personnel resources required to satisfy their requirements;
- ✍️ Be candid about the status of the acquisition, including risks and problems as well as potential solutions and likely outcomes;
- ✍️ Provide technical experts (CORS) to assist with monitoring contractor performance; and
- ✍️ Acquire supplies and services when authorized by the contracting officer under simplified acquisition procedures.



Visit us on the web at:

<http://www.bragg.army.mil/www-doc>



THIS BULLETIN IS AUTHORIZED  
BY:

Jeanette W. Davis  
Acting Director of Contracting